SUMMARY OF GUIDELINES

CHAPTER FOUR: BUILDINGS

GUIDELINES FOR FOUNDATIONS (GF)

GF 4.1.A. Original and historic foundations and related elements shall be retained and preserved wherever possible, including: pier size, vents, grilles, lattice, materials, and other significant details.

GF 4.1.B. Existing historic materials shall be retained and preserved wherever possible, rather than repaired. If repairs are necessary then the new foundation materials shall match the historic materials as closely as possible in size, texture, shape and other character defining characteristics. Replacement of a damaged portion shall not be a reason for wholesale replacement.

GF 4.1.C. If a historic foundation is deteriorated beyond repair, replacement shall be confined to only the damaged portion using the same materials and finishes as the original, or a substitute material that matches the original in size, shape, texture, finishes, and other character defining characteristics.

GF 4.1.D. New foundation vents or access doors shall be as inconspicuous as possible in location, and compatible with the character of the foundation and façade in color, size, shape and other defining characteristics. Where possible, basement access doors and other new openings should not be visible from the primary right of way.

GF 4.1.E. Existing above ground masonry foundation shall not be covered with another material.

GF 4.1.F Existing, unpainted historic foundations shall not be painted. Previously painted foundations should be repainted an appropriate color, or restored to original masonry finish.

GF 4.1.G. The new foundation walls or piers shall be compatible with the overall design of the buildings, as well as the design of the existing foundations or piers.

GF 4.1.H. When located in a flood prone area, the raised foundation shall be screened with plantings, sloped earth berms or both to reduce the perceived height of the elevated building on all facades visible from a public right of way.

GF 4.1.I. The design of foundation vents shall be compatible with the design of the foundation and facade in which they are located.

GUIDELINES FOR MASONRY FACADES AND DECORATIVE ELEMENTS (GMF)

GMF 4.2.A Historic character defining masonry facades and decorative elements shall be retained and preserved whenever practicable, including walls, chimneys, columns and the like.

GMF 4.2.B. Historic character defining masonry facades and decorative elements shall be repaired and restored whenever possible, rather than replaced.

GMF 4.2.C. Sandblasting, high-pressure water blasting, and other abrasive methods which may damage historic masonry shall not be used to clean historic masonry facades and decorative elements.

GMF 4.2.D Repointing mortar shall be compatible with the historic mortar in color, strength, texture and joint finish. The historic joint width, joint profile, and bond patterns shall be maintained when making repairs

GMF 4.2. E. Deteriorated stone shall be repaired rather than replaced, using appropriate stone consolidants and fillers.

GMF 4.2.F. If masonry units are too deteriorated to repair, they shall be replaced in kind, using new or used replacements that match the original units in size, shape, color, surface texture and other character defining features as closely as possible. Stone and Cast Stone replacement units may use appropriate substitute materials that match the original in size, color, shape, texture and other character deigning features.

GMF 4.2.G. Historically painted masonry facades and decorative features shall be repainted as required, removing peeling paint to a sound surface with hand tools, or if necessary appropriate paint strippers. Repainting should be done with compatible paint in historically compatible colors.

GUIDELINES FOR WOOD FACADES AND DECORATIVE ELEMENTS (GWF)

GWF 4.3.A. Existing original wood siding, trim, ornamentation, and decorative elements shall be preserved and maintained wherever possible.

GWF 4.3.B. Existing wood facades and decorative elements shall be preserved and repaired wherever possible, using appropriate preservation and repair techniques such as epoxies, splicing, and patching.

GWF 4.3.C. Replacing historic wood facades and decorative elements shall be considered only where the original material is too deteriorated to repair. If replacement is necessary, wood facades and decorative elements shall be replaced in kind with new wood, or appropriate substitute material, that matches the original as closely as possible in species, shape, profile, texture, and other character defining features.

GWF 4.3.D. Existing wood decorative elements, such as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim shall be retained and preserved, or repaired wherever possible. If decorative wood elements are too deteriorated to repair, then they shall be replaced in kind using the same wood species, size, shape, and other character defining features, or in an appropriate substitute material.

GWF 4.3.E. The design of replacement wood facades or decorative features shall be based on surviving examples or documentary evidence.

GWF 4.3.F. Wood surfaces requiring repainting should be prepared using the gentlest means possible. Sandblasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic wood facades and decorative elements shall not be used.

GUIDELINES FOR NON-HISTORIC FACADE MATERIALS (GNHF)

GNHF 4.4.A. Non-historic façade materials that are original to the building shall be retained and preserved. If they are replaced, the new material shall match the original as closely as possible in size, shape, texture and other character defining features.

GNHF 4.4.B. Damaged asbestos siding shall be replaced with an alternative material, such as non-asbestos fiber-cement shingles with similar texture, thickness, and size as the existing. After replacing, repaint to match the existing. Metal and vinyl siding shall be replaced in kind.

GUIDELINES FOR ROOFS (GR)

GR 4.5.A. Original and character defining roof forms, shapes, materials, and major roof architectural elements such as dormers, gables, chimneys, and eaves overhangs shall be retained and preserved whenever possible.

GR 4.5.B. Historic roofing details and materials such as slate, standing seam metal, and tile shall be preserved, maintained, and repaired whenever practicable.

GR 4.5.C. Character defining damaged or deteriorated roofing materials shall be replaced in kind or with an appropriate substitute material.

GR 4.5.D. New roofing materials shall be compatible with either the existing if appropriate in the Historic District or original roofing material, in color, shape, size, and texture.

GR 4.5.E. Character defining historic roof materials and features such as eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings., shall be retained and preserved whenever practicable.

GR 4.5.F. If the roof feature is damaged it should be repaired in kind. If the roof feature is too deteriorated to repair, it shall be replaced in kind or in a substitute material that matches as closely as possible the original in size, color, shape, texture and other character defining elements.

GR 4.5.G. The design and replacement of missing roof features shall be based on physical, contextual or documentary evidence.

GR 4.5.H. A historic roof slope shall not be altered, unless there is a compelling technical or economic reason. If a historic roof slope must be altered it shall be done in a manner that meets the Design Principles in Chapter Three.

GR 4.5.I. Contemporary or non-historic roof features, such as skylights vents, or solar panels and collectors, shall only be installed on areas of the roof that are mostly concealed from view from the primary right of way (see UDC Regulations for Solar Panel, and in Appendix).

GR 4.5.J. Replacement gutters and downspouts shall be installed so that they do not damage or obscure character defining features of the roof or its elements such as the eaves. Replacement gutters and downspouts shall match the existing in size, shape and other character defining features.

GR 4.5.K. Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, shall be installed so as not to be visible from the public view where possible. If they must be visible, these elements shall be installed to relate to the architectural details and character of the subject building.

GUIDELINES FOR WINDOWS AND DOORS (GWD)

GWD 4.6.A. Historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, glazing, sills, moldings, decorated jambs, sidelights and fanlights, and panels shall be retained and preserved if in good condition.

GWD 4.6.B. Existing historic windows and doors and their related elements with only minor deterioration shall be repaired where possible, rather than replaced, using appropriate wood epoxies and patches.

GWD 4.6.C. If deterioration is so advanced that a window or door must be replaced, it shall be replaced in kind, matching the original design as closely as possible, including materials, number of lights, and other character defining features. If replacement in kind is not technically or economically feasible, they shall be replaced in an appropriate substitute material, that matches the original in size, shape, texture, color, number of lights and panels, and other character defining features.

GWD 4.6.D. Prior to replacing original windows, an in-depth survey of their conditions shall be conducted, their conditions documented, and HPC Staff shall confirm that the window or door must be replaced.

GWD 4.6.E. If existing deteriorated true divided light windows are replaced, the replacements shall be true divided light, or Simulated Divided Lights (SDL) windows, with appropriate muntins. Thermal glazed windows are permitted.

GWD 4.6.F. Window and door replacement shall fit the existing opening as closely as possible. Openings shall not be blocked down or enlarged to fit replacement windows or doors. Changes or reductions of window opening sizes on secondary and rear façades shall be subject to review by HPC on a case-by case basis.

GWD 4.6.G. If storm windows and doors are added to improve energy efficiency, the new storm units shall be compatible with the design, color and finishes other character defining features of the façade in which they are located. Unpainted aluminum shall not be permitted, except in case of a minor work repair of aluminum storm windows or doors already existing.

GWD 4.6.H. Storm windows for double hung sash shall have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Energy panels shall be undivided, fitted to each sash.

GWD 4.6.I. Storm doors shall be compatible with the character defining features of the door to which it is attached, in size, texture, and color, and have a single pane that does not obscure the original door.

GWD 4.6.K. All shutters shall be installed so that they will fit the window frame opening if closed. If shutters are operable, they shall be provided with appropriate operable hardware.

GWD 4.6.L. If shutters are added to windows or doors, they shall be louvered or paneled shutters if there is documentary evidence that the building once had shutters. Shutters may be operable or fixed. The method of attachment of the shutters shall not compromise the integrity of the historic facade.

GWD 4.6.M. New window and door openings shall not alter significant character defining features of a building, and shall be located on facades that are not visible from the public right of way if at all possible. New window and door openings shall be compatible with the character defining features of the facade in which they are located.

GUIDELINES FOR PORCHES AND FRONT STEPS (GPF)

GPF 4.7.A. Historic porches, and front steps including character defining features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements shall be retained and preserved, if possible.

GPF 4.7.B. Historic porch and front steps shall be repaired, rather than replaced, using materials and methods that preserves historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections.

GPF 4.7.C. If a historic porch or front steps is too deteriorated to repair, it shall be replaced in kind or in an appropriate substitute material that matches the existing in size, shape, texture, color, and other character defining features.

GPF 4.7.D. Replacing deteriorated or missing elements of a porch or front steps shall be based on existing elements or documentary evidence. Creating a false historical appearance, such as adding Victorian ornament to a plain early 20'h century porch, shall not be permitted.

GPF 4.7.E. Enclosing open porches that are seen from the public right of way shall not be undertaken except for adding screening. Porches that are not seen from the from the public right of way may be enclosed or screened if the enclosure is designed and constructed in a manner that preserves the historic character defining features of the porch.

GPF 4.7.F. Winterizing a screened porch by permanently attaching plastic sheeting or other material shall not be permitted.

GPF 4.7.H Removing a porch or front steps that are not repairable and not replacing them, or replacing it with a new porch that does not convey the same character as the removed porch or steps shall not be permitted.

GPF 4.7.I Adding a new porch or front steps to facades visible from the public right of way shall not be permitted unless they historically existed based on documentary evidence, or there is a functional reason why they should be constructed. If permitted, the design of the new porch should follow the Design Principals in Chapter 3 and 6.

GPF 4.7.J The design of new stairs and ramps shall be compatible with the design of the facade to which they are attached. Consider retaining the existing stairs in front of residential buildings, and adding a landing and additional stair to access the elevated building.

GUIDELINES FOR STOREFRONTS (GS)

GS 4.8.A Existing storefronts that are compatible with the design of the facade of the commercial building shall be retained and preserved.

GS 4.8.B. If repair of a storefront is necessary, it shall be repaired in kind or using a substitute material that is compatible with the existing in size, shape, color, texture and other character defining features.

GS 4.8.C If the existing storefront is too deteriorated to repair, it shall be replaced in kind using the same materials if economically or technically feasible, or if not using substitute materials that resemble the original materials in size, shape, color, texture, and other defining characteristics.

GS 4.8.D A replacement storefront shall be designed to fit within the enframing storefront piers and cornice. Drawing of enframing storefront elements. The replacement storefront shall not be recessed behind the front facade except for the entry. (Entrances in new storefronts should usually be recessed).

GS 4.8.E Storefronts shall retain the traditional composition of bulkhead, large display windows, and signboard cornice, and enframing piers. If the use of the ground floor requires more privacy than allowed by the large display windows, privacy curtains, blinds, or other interior screening devises shall be installed. Blocking down storefront display windows shall not be permitted.

GS 4.8.F Storefront awning frames shall fit within the enframing opening to which it is attached. The shape of the awning shall also complement the design of storefront or window to which it is attached.

GS 4.8.G Canvas duck, nylon textured to resemble canvas duck or matt-finished vinyl shall be used for awning material. Metal, shiny vinyl, or semi-transparent backlit material or another inappropriate awning fabric shall not be permitted.

GUIDELINES FOR EXTERIOR EQUIPMENT (GEE)

GEE 4.9.A Utilities connections, such as HVAC units, meter boxes, antennae, and satellite dishes shall be located in side or rear yards if possible, and shall not be visible from the public right of way by appropriate screening with plantings, fencing, or other means.

GEE 4.9.B Thru-wall or thru-window AC units should ideally not be visible from the primary public right of way if at all possible. If they are visible from the primary public right of way, they should be screened from view.

GEE 4.9.C New or replacement systems shall be installed with a minimum of damage to the historic building and shall be visually compatible with the architecture of the building. They should be installed in a way that is easy to service, maintain, and upgrade in the future.

GEE 4.9.D Where possible, condensers, solar panels, chimney stacks, vents, skylights or other equipment shall not be mounted on visible portions of roofs or at significant locations on the site.

GEE 4.9.E Solar panels shall not be mounted on primary roof facades. Where possible, solar panels shall be mounted in the least visible locations, such as side or back yards or outbuildings. Solar panels shall not be mounted in a vertical position, where their appearance is most noticeable, but on horizontal or sloped surfaces not facing a primary public right-of-way.

GEE 4.9.F When placed on the roof, the solar panels shall not affect the roof façade elevation or roof line. Solar panels shall be low profile and exposed hardware, frames and piping shall have a matte finish and be of a color similar to the roofing material color.

GEE 4.9.G Non historic, noncontributing out buildings solar panels shall be permitted if the panels are mounted flush with the roof line and shall have a matte finish and be of a color similar to the roofing material color.

CHAPTER FIVE: LANDSCAPE

GUIDELINE FOR NATURAL LANDSCAPES (GNL)

GNL 5.1.A. Denuding properties of ALL trees and shrubs shall not be permitted in the Historic District without prior submission of a re-planting plan and approval by the HPC.

GUIDELINES FOR CONSTRUCTED LANDSCAPES (GCL)

GCL 5.2.A. Historic fence and retaining walls shall be retained, preserved, and repaired wherever possible. Repairs shall be in kind or in a substitute material that closely resembles the original in size, shape, texture, color, and other character defining features.

GCL 5.2.B. The design new fences shall be compatible with the associated building, site, and streetscape in height, proportion, scale, color, texture, material and design. Fence types such as wire, hurricane, chain-link, corrugated metal, and wooden post and rail, and other non-traditional fence types shall not be permitted if visible from the public right of way, but may be permitted if otherwise located.

GCL 5.2.C. Fences shall not exceed a height of four feet in front and side yards or other areas that can be readily be seen from the public right of way. Fences located so they are not readily seen from the public right of way may be up to six feet high. (Consult UDC requirements to confirm heights at site location)

GCL 5.2.D. New retaining walls shall not exceed a height of two feet, except if site conditions and topography dictates it must be higher. New retaining walls shall be constructed or faced with brick or stone laid in a manner that is compatible with the design of the building and natural landscape on the property.

GCL 5.2.E. The historic materials of sidewalks, driveway and other paved areas shall be preserved, maintained, and repaired in kind or in a compatible new material. New sidewalks, driveways and other paved areas such as patios shall be paved in materials compatible with the detailing, color, and finish the existing paved areas on the property.

GCL 5.2.G. Non-traditional paving edging materials such as landscape timbers, railroad ties and plastic edging or concrete parking bumper shall not be permitted in areas visible from a public right of way.

GCL 5.2.H. Historically or architecturally significant constructed landscape features, such as garages and other outbuildings, shall be retained, preserved, and repaired in kind or in appropriates substitute materials.

GCL 5.2.I. Historically or architecturally significant constructed landscape features, such as garages and other outbuildings, that are too deteriorated to repair shall be replaced in kind or removed completely if economically and technically feasible, or in appropriate substitute materials if using the original materials is not economically or technically feasible.

GCL 5.2.J. New tool sheds, decks, pergolas, gazebos, swimming pools and other non-traditional constructed landscape features and other traditional constructed landscape may be visible from the public right of way, but shall be compatible with the design of the main structure on the property as well as the Design Principals in Chapter 3.

GCL 5.2.K. New decks or other constructed landscape features that are connected to the main structure shall be done in such a way as not to damage or remove character defining features of the face to which it is attached.

CHAPTER SIX: ADDITIONS, NEW BUILDINGS, RELOCATED BUILDINGS, ACCESSIBILITY AND EGRESS

GUIDELINES FOR ADDITIONS TO HISTORIC BUILDINGS (GA)

GA 6.1.A. New additions shall be located at the side or rear so that they have a minimal impact on the facade and other primary elevations of the affected building or adjacent properties.

GA 6.1.B. Design of a new addition shall be compatible with that of the existing building in setback, height, scale, proportion, and massing so as not to overpower it visually.

GA 6.1.C. The design of a new addition shall be compatible with the existing building in materials, roof shape, rhythm, orientation, and details and ornamentation

GA 6.1.D. New additions shall be designed to be harmonious with adjacent properties and surrounding streetscape, and compatible with the rhythm and scale of buildings and landscapes in the surrounding streetscape.

GA 6.1.E. New additions shall be constructed so that they can be removed without irreversible damage to character defining features of the existing building.

GA 6.1.F. Character defining features of new additions, including the design and materials of foundations, facades, windows, doors, steps, porches, details and ornamentations, roof membranes, and the like shall be compatible with the character defining features of the original building.

GA 6.1.G. Roof top additions, including decks, mechanical equipment, additional floors and the like shall be located far enough behind an existing cornice so that it is cannot be seen from the public right of way. If this is not possible, the design of the addition or its screening should be compatible with the character of the building. Roof top additions to buildings with sloping roofs shall be located so they are not visible from a public right of way.

GA 6.1.H. The area in which the new addition is located shall be examined for potential archeological resources prior to start of construction.

GUIDELINES FOR NEW CONSTRUCTION (GNC)

GNC 6.2.A. New constructed landscape features, including outbuildings and accessory structures, shall be placed in side and rear yards. Locating new constructed landscape features so they obscure the existing principal building's character defining architectural, natural or constructed landscape features shall be avoided.

GNC. 6.2.B. The area in which the new construction is located shall be examined for potential archeological resources prior to start of construction. Also see requirements for Limits of Disturbance Plan in HPC Application & Building Permit.

GNC. 6.2.C. The scale of new construction shall be compatible with the scale of contributing structures on the block or same side of the street.

GNC 6.2.D. The proportions the new construction and its character defining features shall be designed to be compatible with the proportions of surrounding contributing buildings including their character defining features.

GNC. 6.2.E. Windows and doors visible from the public right of way in new construction shall be compatible in proportion, scale, and rhythm, with windows and doors of surrounding contributing buildings.

GNC. 6.2.D. Traditional or approved substitute material shall be used in a traditional manner.

GUIDELINES FOR RELOCATING EXISTING BUILDINGS (GRB)

GRB. 6.3.A. Relocating a contributing building from one site to another shall only be permitted when the only alternative is demolition.

GUIDELINES FOR ACCESSIBILITY (GA)

GA. 6.4.A. Handicapped ramps shall be designed to be compatible with the facade to which they are attached.

GA. 6.4.B. Handicapped ramps shall be designed so that they do not damage or obscure character defining features of the existing building.

GUIDELINE FOR DEMOLITION (GD)

GD 6.5.A In applying for a COA to demolish a building or part of a building in the historic district, the reasons for the demolition shall be fully explained.

SUMMARY OF RECOMMENDATIONS

CHAPTER FOUR: BUILDINGS

RECOMMENDATIONS FOR FOUNDATIONS (RF)

RF 4.1.A. Infill between existing or new foundation brick piers should be recessed a minimum of 1" behind the exterior face of the piers so the original piers stand out. Wood, or compatible substitute material, should be used for lattice or grilles to enclose spaces between foundation piers Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. The use of masonry of any sort for new foundations could disturb piers. Piers foundations under porches should be open wherever possible to promote air circulation to prevent rot and deterioration.

RF. 4.1.B. The ground floor of a building in the ***"Flood Zone"*** should be raised to comply with the UDC Flood Area minimum floor height requirements.

RECOMMENDATIONS FOR MASONRY FACADES & DECORATIVE ELEMENTS (RMF)

RMF 4.2.A Historic masonry facades and decorative elements should be cleaned using low-pressure water washing and mild detergents formulated for the specific application. Chemical cleaners formulated for historic masonry and the stain or biological to be removed should only be used if water and detergent cleaners are not effective.

RMF. 4.2.B Water repellant sealers are almost never appropriate for use on historic masonry facades and decorative elements because they may trap moisture, causing deterioration or discoloration.

RMF 4.2.C Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

RMF 4.2.D Vegetation and vines should be removed from masonry to prevent structural or moisture damage.

RMF 4.2.E Repainting historically painted masonry facades and decorative features should be done with compatible paint in historically compatible colors. Although the HPC does not regulate the choice of colors, applicants should draw color inspiration from precedents existing on the street or immediate surroundings.

RMF 4.2.F When it is not technically or economically feasible to replace deteriorated masonry units in kind, a substitute material that matches the original in expansion, contraction, and aspect should be used (See Appendix B for list of substitute materials).

RECOMMENDATIONS FOR WOOD FACADES AND DECORATIVE ELEMENTS (RWF)

RWF 4.3.A. Insulating exterior wood cavity walls without a vapor barrier should not be undertaken as interstitial condensation is likely to occur. Avoid removing original exterior wood siding to install cavity wall insulation.

RWF 4.3.B. While the HPC does not regulate color, wood facades and decorative features should be painted the original colors or colors appropriate to the style of the building. Original paint colors can be found by carefully hand sanding small areas to bare wood in expanding circles.

RWF 4.3.C. Loose paint should be removed by carefully sanding and priming bare areas prior to repainting. Mold and mildew, which will accelerate paint deterioration, should be removed.

RWF 4.3.D. For better adhesion, the same type of paint as existing (oil or latex) should be applied when wood facades and decorative elements are repainted.

RWF 4.3.E. Heavily encrusted paint that obscures profiles should be stripped to the bare wood by careful sanding or appropriate chemical strippers before priming and repainting. Prior to repainting, the soundness of the wood should be evaluated to determine if repair or replacement is necessary.

RWF 4.3.F. Painted wood facades constructed prior to 1978 should be tested for lead based paint before sanding and repainting by a reputable testing service. Maryland's Department of the Environment has a list of certified lead paint testing and abatement services on its website.

RWF 4.3.G. Repairs to wood facades and decorative elements should use epoxy or other appropriate wood consolidants, or patches that match the surround wood in species, texture, size, and profile, inserted. Prior to consolidation or patching rotted or insect damaged areas should be dry and treated with borate or other appropriate chemicals.

RWF 4.3.H. The replacement of wood siding façade material should be done in kind, with another wood product; the use of composite wood, fiberboard, vinyl and metal should be avoided if practicable when replacing wood siding.

RWF 4.3.I Removing or covering wood facades or decorative elements should not be undertaken as such action compromises character defining features of a building.

RWF 4.3.J. If replacing wood facades or decorative elements is not technically or economically feasible, then a substitute material of similar appearance when painted should be considered (See Appendix B for a list of appropriate substitute materials).

RWF 4.3.K. Blown-in insulation should be placed in walls carefully, with minimum disturbance to the integrity of the exterior siding and underlying moisture control.

RECOMMENDATIONS FOR NON-HISTORIC FACADE MATERIALS (RNHF)

RNHF 4.4. A. Peeling paint should be carefully removed from asbestos facades without scrapping the surface of the shingle. Dirt may be rinsed off with a hose, and light stains removed with a mixture of trisodium phosphate cleaner and warm water in the proportions recommended by the manufacturer. Trisodium phosphate will also remove latex paint.

RNHF 4.4.B. Since the colors of metal and vinyl siding will fade over time, and since modern paint does not bond well with either material without extensive preparation, removing the non-historic material and repairing the underlying historic material should be considered. Remove dirt, mold and mildew.

RNHF 4.4.C. Hairline cracks in asbestos siding should be repaired with clear epoxy. Larger cracks should be patched with a thin grout made of Portland cement and water. Once the repair is dry, it should be repainted to match the existing color. Open joints in metal and vinyl siding should be made watertight with clear expandable epoxy.

RECOMMENDATIONS FOR ROOFS (RR)

RR 4.5.A. Alterations to existing roofs should not create a false sense of history, such as adding conjectural features lacking sufficient documentary evidence.

RR 4.5.B. A substitute material used to replace a deteriorated historic roof or feature should complement the visual appearance of the surviving parts of the roof or feature, and should be physically and chemically compatible.

RR 4.5.C If new dormers are contemplated, they should be located on side or rear elevations if they are not seen from the public right of way. The design of new dormers should be compatible with the design of the building, roof and any existing dormers. The new dormers should not duplicate existing dormers exactly.

RR 4.5.D. If the existing gutters and downspouts are not historically accurate, and need to be replaced, to the extent practicable, they should be replaced in kind or with ones that are historically accurate at least in size, shape and color, and material.

RR 4.5.E Deteriorated flashing should be replaced in kind. Avoid installing California Valleys on roofs with existing metal valleys and shingle ridges on roofs with metal ridges

RR 4.5.F. If replacement of a roof material in kind is not technically or economically feasible, a substitute material with similar color, texture, size, shape and other character defining features should be considered, including: lead coated copper for terne plate or zinc; synthetic slate for slate; and synthetic wood shakes or shingles for wood shakes or shingles. Since flat roofs are usually not seen from a public right of way, a single ply roof membrane should be considered as a suitable.

RECOMMENDATIONS FOR WINDOWS AND DOORS (RWD)

RWD 4.6.A. Historic windows and doors should not be replaced solely to improve energy efficiency, rather, appropriate storm windows or doors should be added.

RWD 4.6.B. Missing or deteriorated glazing putty and caulking should be replaced with paintable putty or caulking. Missing or deteriorated weather stripping in windows and doors should be replaced in kind or with weather stripping appropriate to the window's or door's material.

RWD 4.6.C. If a residential window or the upper story windows of commercial building originally had awnings, appropriate fabric awnings should be used if they are replaced. Awnings should fit the enframing opening of the window and be compatible in color and design to the façade to which they are attached

RWD 4.6.D. If glass requires replacement it should be the same as the existing in color, reflectivity, texture and other defining characteristics.

RWD 4.6.E. If new screen doors are installed, they should be of wood, painted to be compatible with the color and character defining features of the door.

RWD 4.6.F. Original or historic shutters should be retained, preserved, and repaired. If shutters are too deteriorated to repair, they should be replaced in kind or with ones that are historically appropriate to the building.

RECOMMENDATIONS FOR PORCHES AND FRONT STEPS (RPF)

RPF 4.7.A. Wood that is naturally rot resistant, and has the texture and printability of the original wood used for front steps or porch floors, railings, columns, and other character defining elements should be considered when replacing a front step or porch or their components in kind.

RPF 4.7.B. Gates on porches to restrain pets or young children should be temporary and reversible, and attached in a manner that does not harm or compromise historic material or details.

RECOMMENDATIONS FOR STOREFRONTS

RS 4.8.A. Missing storefront elements should be replaced, in kind, or in a compatible substitute material, based on existing documentary evidence. If none exists, the replacement element should be designed to be compatible in size, shape, profile, color and character of the storefront.

RS 4.8.B. Entrances in replacement storefronts should usually be recessed.

RS 4.8.C. If appropriate to the design of the storefront, fixed or operable transom windows should be part of a replacement storefront's design.

RS 4.8.D. If storefront security systems are added, they should be electronic systems that do not alter the appearance of the storefront.

RS 4.8. E. Creating a false sense of history in a replacement storefront, such as one with Colonial features, should be avoided.

RS 4.8.F Storefront awnings should have a minimum clearance of 8' – 0" above the sidewalk, and should be located a minimum of 1' – 0" behind the vertical plane of the street curb.

RS 4.8. I. For the frames and display structural elements, depending on the material of the existing or original storefront, appropriate substitute materials may include GFRC (Fiberglass Reinforced concrete), fiberglass, cementitious boards, and polyurethane or polypropylene. For the glazing material of displays, plexiglass is not an appropriate substitute material for glass since it tends to yellow or fog when exposed to sunlight.

RS 4.8.J. Alternatively, if the existing storefront is not original, and documentary evidence exists for the original storefront, the deteriorated storefront may be replaced with a reproduction of the original using materials that are compatible with the façade in which the storefront occurs.

RECOMMENDATIONS FOR EXTERIOR EQUIPMENT

REE 4.9.A Thru-window AC units should ideally not be visible from the primary public right of way if at all possible. If they are visible from the primary public right of way, they should be screened from view if practicable.

CHAPTER FIVE: RESIDENTIAL AREA LANDSCAPES

RECOMMENDATIONS FOR NATURAL LANDSCAPES (RNL)

RNL 5.1.A. Historic public and private natural landscapes visible from the public right of way that contribute to the character of the historic district, including open spaces, streetscapes, and yards should be preserved and maintained.

RNL 5.1.B. When removal of a component of a natural landscape becomes necessary due to disease or death, the replacement should be in kind or in a similar plant species and size when mature.

RNL 5.1.C. If a mature tree requires removal due to disease or death, it should be certified by a licensed arborist that the tree must be removed.

RNL 5.1.D. If a tree must be trimmed because it interferes with overhead lines, the trimming plan should be reviewed by the HPC before work proceeds. If a tree must be removed because it interferes with overhead or underground utilities, the utility company shall provide appropriate evidence to the HPC before the work proceeds

RNL 5.1.E. Prior to any additions or new construction on a property, the owner should determine if potential or known archeological sites may be affected and take appropriate measures to preserve them.

RNL 5.1.F. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area.

RNL 5.1.G. New natural landscapes visible from a public right of way should reinforce the existing character of the streetscape.

RNL 5.1.H. Owners should consider using drought resistant plantings that resemble the existing when replacing diseased or dead natural landscapes.

RNL 5.1.I On properties within close proximity to the water or in low lying areas, appropriate plantings may be those that tolerate moist conditions.

RNL 5.1.J Owners wishing to renovate existing natural plants and trees by removing them should replace them with compatible plants. Removal of trees deemed character defining for the street, located between the plane of the front façade and the street curb, AND having a caliper/trunk diameter of 12”or more, should be submitted for review and guidance to the HPC.

CHAPTER SIX: ADDITIONS, NEW BUILDINGS, RELOCATED BUILDINGS, ACCESSIBILITY AND DEMOLITION

RECOMMENDATIONS FOR ADDITIONS (RA)

RA. 6.1.A. Rooflines of new additions should be compatible in form, pitch, and eave height with the roofline of the original building.

RA. 6.1.B. A new addition should not be taller or shorter than one story difference from than the height of the building to which it is attached.

RA. 6.1.C. The colors of a new addition should be compatible with the colors of the building to which it is attached.

RA.6.1.D. Existing additions that have acquired significance in their own right should be retained and preserved. Any changes to significant existing additions should be approached with the same care as changes to the original building.

RECOMMENDATIONS FOR NEW CONSTRUCTION (RNC)

RNC. 6.2.A. Front setbacks should be compatible with the setbacks of neighboring existing buildings.

RNC. 6.2.B. The pattern of building separation and lot coverage that is found on a streetscape should be maintained.

RNC. 6.2.C. If a contributing building was demolished or moved from the site, design the new construction to be compatible in height, scale, massing, and location as the previous contributing building.

RNC. 6.2.D. Facade materials and details and ornamentation of new construction should be consistent with the materials traditionally used on surrounding buildings.

RNC. 6.2.E. An indication of the date of the new construction should be included on the facade in an appropriate location.

RECOMMENDATION FOR RELOCATING EXISTING BUILDINGS (RRB)

RRB. 6.3.A. When a building is relocated to another site, or up/away/out of flood elevation the owner should:

1) have the existing conditions documented in drawings, photographs, and text as required to preserve a record of the primary building, and natural and constructed landscapes prior to relocation;

2) utilize professional building movers to prepare the building for relocation, move the building, and lower it onto the new foundations;

3) position the relocated building in the same orientation and setbacks to be compatible with its new location;

4) provide new foundations that are compatible with the façade of the building.; and

5) if moved to a different site, select one that is within the historic district with a compatible streetscape and surrounding buildings as existed at the original site.

RECOMMENDATIONS FOR ACCESSIBILITY (RA)

RA. 6.4.A. Prior to designing a handicapped ramp, property owners should consult with Cambridge's Zoning Officer to determine how to locate and design the ramp.

RA. 6.4.B. Handicapped ramps should be located, if possible, on non-primary facades.

RA. 6.4.C. Handicapped ramps should be screened from view from a public right of way if possible.

RA. 6.4.D. Handicapped ramps should be attached to the building in a manner that allows future removal of the ramp without damaging the historic structure.

RECOMMENDATIONS FOR DEMOLITION (RD)

RD 6.5.A Where at least 50% of the building remains standing and what remains is structurally sound, the HPC recommends that the structurally sound portion should be rehabilitated and (as appropriate and feasible) other portions should be rebuilt.

APPENDIX A:

DEVELOPMENT OF CAMBRIDGE—ECONOMIC AND GEOGRAPHIC FACTORS.

ILLUSTRATIONS AND EXAMPLES OF ARCHITECTURAL STYLES IN CAMBRIDGE

1. Development of Cambridge — Economic and Geographic Factors

Note: the following narrative is reproduced from the original HPC Guidelines for the City of Cambridge with references provided.

Cambridge is located on the Choptank River which is the longest river on the Eastern Shore and probably the best known. It is one of the oldest towns in the state and was laid out in 1684. It is the county seat of Dorchester County which has the largest number of square miles (688) of any county in the state of Maryland. Most of the population lives in Cambridge. As a city it is known for its flower gardens, shaded streets, and beautiful buildings.

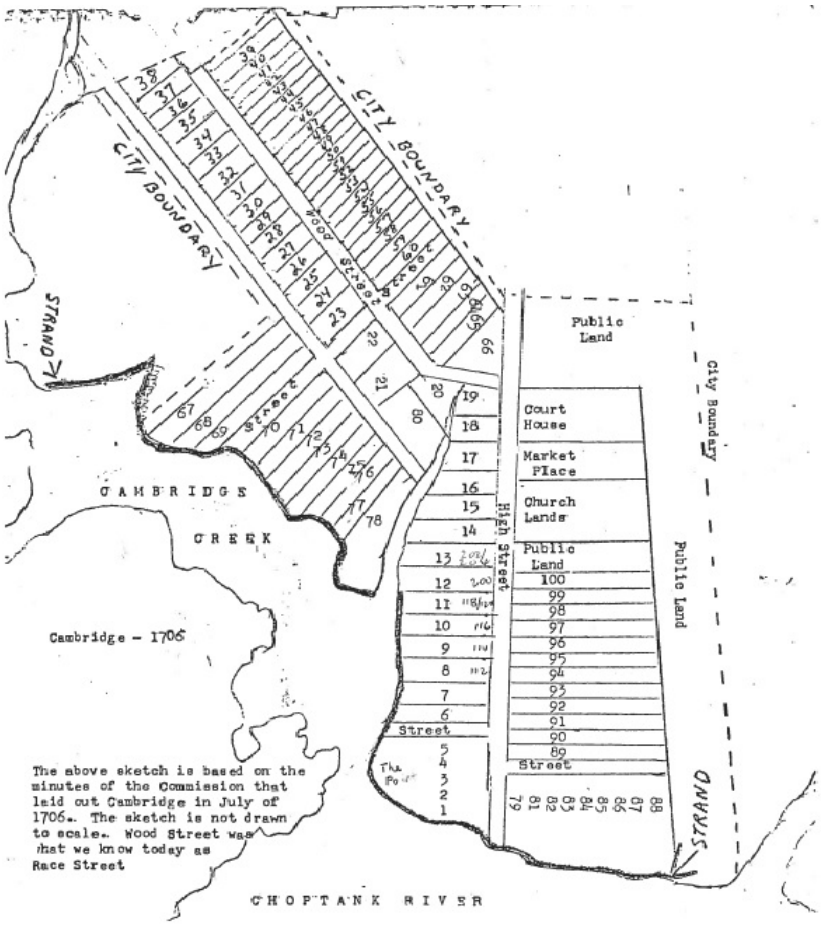
Figure 1: State Seal of Maryland

The Cambridge Historic District is found in Wards I and III. Most of the buildings date from the second half of the nineteenth century and the first three decades of the twentieth century when the town experienced great prosperity and growth. The boundaries of the District are well defined. In general the oldest buildings are found in the eastern part of the District and become more recent as one goes west. The District was nominated to the National Register of Historic Places on July 25. 1990.

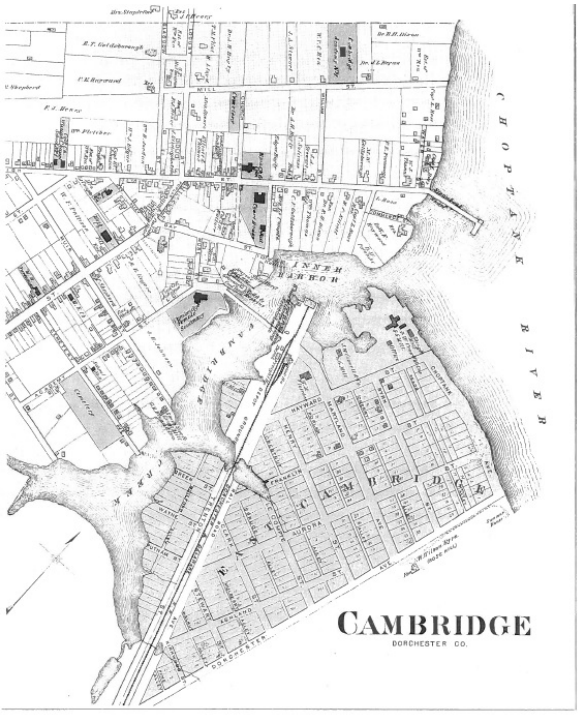
Dorchester County was established in 1669 and at that time there was a need for a central government or a courthouse but not a town. It was not until 1683 that the Maryland Assembly passed a bill to set up towns, port and points of entry for the export of tobacco. The records for the establishment of the City of Cambridge are incomplete. The commission that was established to lay out ports and towns may also have made the survey which laid out some lots in which were to become Cambridge. The survey was made in 1684 but it is not clear who made the survey and who had title to the original lots. The land that was to become Cambridge was part of the Choptank Indian Reservation. The name Cambridge was used by the Maryland Assembly on September 15, 1686 and is thought to be the name that was used by the commission that did the survey in 1684.

A Commission appointed by the Maryland Assembly under the Act for Advancement of Trade and Erecting of Ports and Towns in the Province of Maryland was established in 1706. The plat from the earlier survey had been lost and a new survey had to be initiated. The Commission mentioned a courthouse, the Church of Great Choptank Parish, several dwellings, High Street and Wood Street. Race Street was named Wood Street at that time. By 1719 trading ships from London and Liverpool began to dock in Cambridge bringing goods and serving as Dorchester County's major marketing point for tobacco, seafood, and muskrat pelts. It is more than likely with Cambridge's growth as a port that Africans also entered here. A number of enslaved blacks were brought to the county in 1699 in the ship "African Galley" by Captain Richard Bradshaw of London. As a port Cambridge also began to develop a shipbuilding industry.

In 1745 Cambridge was incorporated by an Act of Assembly and began to grow slowly prior to the Revolutionary War. It is estimated that the city had around 50 houses and a population of about 400 in the 1770's. In 1770 Cambridge had a race track. It may be during this time that horse racing was conducted on Race Street when the court was in session. A 1799 plat shows many of the early streets of the historic district which are High Street, Mill Street. William Street, parts of Locust and Church Streets, Race Street, Gay Street and Poplar Street.



During the War for Independence Cambridge became the headquarters for military operations on the Eastern Shore due to the influence of local individuals who served on revolutionary conventions. Thousands of pounds of barrels of flour left Cambridge from local grist mills by boat to the Head of the Elk to be trans-shipped to the Continental Army. A number of Tories in 1770 were imprisoned in Cambridge from Worcester and Somerset Counties and in 1778 one hundred and ten men from the British frigate Mermaid captured in Worcester County were taken to Philadelphia from Cambridge. The Colonial Gaol or jail was located on Locust Street. Rev. Freeborn Garrettson, a Methodist missionary, was imprisoned there for preaching the gospel in 1780.



By the 1790's the output of tobacco was declining as indicated by the inspection records for the crop in Dorchester County. Wheat, corn, and other food crops had become the staples of the county's agricultural economy. The planting of these crops caused a decline in need for year-round work for enslaved blacks and led to farmers to hire free laborers. Many whites in Dorchester began to free their slaves. In 1790, 36.9% of Dorchester blacks were free and 43.1% were free by 1850.

However, the Deep South began to need more enslaved labor after 1790 for the production of cotton. 0n the Eastern Shore of Maryland county seats were the centers for the trading of slaves. It is more than likely that Cambridge being a port and a county seat was used to ship slaves south.

Increase in grain production led to the shipping of meal and flour from Cambridge prior to the Civil War. The flat land allowed the building of several windmills for the grinding of grain. Mill Street takes its name from such a mill. The last windmill for such use was built at the foot of Muir Street in 1858 by Caleb Shepherd. This activity led to shipbuilding on Cambridge Creek of large coastal vessels. In 1849 James A. Stewart started a shipbuilding business which used local pine and oak.

J. W. Crowell in 1869 established a large lumber and flour mill on Cambridge Creek. This mill produced lumber for the Central Pacific railroad cars, boat frames, and flour barrels. After being destroyed by fire in 1877 the rebuilt firm became known as the Cambridge Manufacturing Company. In the late 1860's the Cambridge Harbor, Internal Navigation and Wharf Company was formed to remove a sandbar that hindered boat traffic in the creek which eventually gave the city one of the best and safest harbors in Maryland.

Military supplies during and after the Civil War were shipped from Cambridge. In 1860 the city had a population of around 1200. During the next decade a railroad and telegraph lines were established in addition to improved steamboat service with Baltimore The Cambridge and Seaford Railroad which was completed in 1869 was first called the Dorchester and Delaware Railroad. Its original terminal was to be on the Choptank River on land between Mill Street and Choptank Avenue instead of on present day Maryland Avenue. The line for the first telegraph paralleled the railroad and came to Cambridge in l868.These developments led to a long period of prosperity for the City of Cambridge.

After the Civil War, the economic development and explosion of the Industrial Revolution did not occur in Charleston. It languished in mothballs until early this century when [the] fathers and mothers of our city were smart enough to realize what we had. Its beauty, grace, diversity, and quality have enriched all who have lived there and those who visit.

Charleston Mayor Joseph P. Riley Jr.

In 1876 the population of Cambridge was around 1800 with 436 houses. Two years earlier Colonel James Wallace began packing oysters. He was the first to start raw shucking and steam packing of oysters in Cambridge. Because of the lack of refrigeration oysters needed to be processed if they were going to be shipped or keep for any length of time. This plant, which was located on the water between Gay Street and the Cambridge Creek Bridge employed many ex-slaves. Colonel Wallace was instrumental in the development of packing of oysters and canning of fruits and vegetables which led to tremendous prosperity in Cambridge in the late nineteenth and early twentieth century. James Waddell bought the plant in 1911 and continued to operate it until 1919 when he sold it to The Phillips Packing Company.

In 1885 Mace, Woolford & Co. and George W. Woolford & Co., located at the foot of Commerce Street, were the largest seafood company in Dorchester County. W. Grason Winterbottom began working for them in 1884 at the age of 16 and would eventually buy them out after he formed his own company.

In 1902 Mr. Winterbottom entered into a partnership with Levi and Albanus Phillips and the firm became the Phillips Packing Company. This company dominated Cambridge's economy until the 1950's. It had plants in twenty five locations and five states. There were other packing and canning factories but The Phillips Packing Company became the leader.

In 1896 the population of Cambridge had grown to 6,000 and there were 1,121 houses. By the turn of the century a million bushels of oysters were shucked annually in Cambridge which was second only to Baltimore in the oyster trade. The development of the refrigerated railroad car was a boon to the oyster packing industry.

The oyster packers diversified and began to can fruits and vegetables. Cambridge was eventually called the tomato capital of the world. Related industries such as box and basket making developed to store canned goods and hold fresh picked produce.

In the 1880's the city of Cambridge began to develop westward on what we call today Choptank Avenue, West End Avenue and Willis Streets. Many of these modest homes were developer built. Locust, Church, School and Travers Streets continued in the same direction with the development. Oakley Street began to develop in 1905 with many of the larger homes of the Historic District. Around 1910 homes began to be built on Belvedere Avenue. Glenburn Avenue, which is the western boundary of the District, was developed from Glasgow Plantation which began around 1915 excluding the older home, Glenburn. Glasgow Street represents the development of the city from the east toward Glenburn Avenue. It forms the southern boundary of the Cambridge Historic District. By 1920 the city of Cambridge had grown to population of 8,500. The growth of this area was directly related to the expanding of the canning and packing industries.

2. Architectural Styles in the Cambridge Historic District

The Cambridge Historic District reflects several centuries of architectural styles. A style means what was in vogue or was considered fashionable at a particular time in history. Shape, materials, detailing or other features make up an architectural style. Many houses reflect the changes in styles that occurred over time. Ornate porch columns may have been replaced with round columns or the roof line altered with a peak.

Throughout its history, Cambridge has always been conscious of architectural trends. The 1852 Italianate section of the Dorchester County Courthouse was designed by John Updike who also designed Trinity Cathedral in New York. The Baltimore architectural firm of Mottu and White designed several houses in the District in the Colonial Revival style.

However, architect, builder and lumber dealer, J. Benjamin Brown has left the most lasting effect on the district. A number of the homes and commercial buildings on Race, High, Mill, Oakley and Locust Streets were designed by Ben Brown. He was self-trained as an architect and his work reflects the architectural styles of the latter part of the nineteenth and early years of the twentieth century. Mr. Brown used Italianate, Queen Anne, Colonial Revival, and Romanesque styles in his designs. He has been credited with at least 40 buildings in the District.

The architecture of the Cambridge Historic District is an indicator of its economic development and changing social values. The described styles demonstrate development of the City of Cambridge within the context of national styles.

1. Georgian (1700-1780).

Named for the English style which was predominate during the reign of the four Georges from 1714 to 1820, the Georgian style (Figure 1) has a well-ordered relationship of window and door openings. The main façade usually has a central door flanked by two windows on the first floor and five evenly-spaced windows on the second floor. The paneled front door is frequently capped by a decorative crown supported by flattened columns. In this region, the front entries of early Georgian-style houses lacked decorative ornamentation until around 1760.

Figure 1: Georgian Style, 200 High Street

2. Federal (1780-1820).

The Federal style (Figure 2) flourished after the American Revolution and was essentially a development of the Georgian style. It was also called the Adamesque, after the English architect Robert Adam. The Federal style was characterized by an emphasis on windows due to the ready availability of glass at that time. The Federal-style buildings were two or more rooms deep with door and windows arranged in strict symmetry. Windows were usually large, often having six panes over six and capped with white stone lintels and flat keystones. The elliptical or semicircular fanlight over the front door is almost universal in this style.

Figure 2 Federal Style, 204 High Street.

3. Greek Revival (1825-1860).

The Greek Revival style (Figure 3) adopted the symmetry and classical proportions of the ancient Greek temple. Constructed with or without a pedimented gable or low-pitched hipped roof, most Greek Revival buildings have full-length or entry porches supported by square or rounded columns. The front door is surrounded by narrow sidelights and rectangular line of transom lights. Exteriors were often stuccoed or painted white. This style was popular for commercial as well as residential buildings.

Figure 3: Greek Revival Style, 301 Gay Street, former office of James Wallace.

4. Gothic Revival (1840-1880).

A hallmark of the Gothic Revival style (Figure 4) is the use of a steeply -pitched roof usually with a steep central cross-gable ornamented with scroll-sawn verge boards. The pointed arch frequently present in window openings, door surrounds, dormers and porch ornamentation is another characteristic of this architectural style. Typically quite elaborate in its architectural details, this style can also be seen in greatly simplified versions. The Gothic Revival style developed as a reaction to classicism and looked toward medieval antecedents for inspiration. It is frequently found in religious buildings.

5. Italianate (1840-1885).

Most buildings in the Italianate style (Figures 5 and 6) are at least two stories in height, having low-pitched roofs with widely overhanging eaves with crowns of an inverted “U” shape. A tower or cupola often contributed to the vertical emphasis of the Italianate facade, which can be symmetrical or asymmetrical. On large lots, the buildings are often rambling or “L” shaped. These houses were intended to resemble villas found in the Italian countryside.

6. Romanesque (1880-1900).

Henry Hobson Richardson is frequently identified with the Romanesque style (Figure 7) of architecture, which was developed in Boston in the 1870s. It is based on the medieval Romanesque architecture of France and Spain. Of masonry construction, it is characterized by round-topped arches occurring over windows and entrances. Squat dwarf columns, deeply recessed windows and densely carved decoration with interlaced motifs are frequently found on buildings of this style.

7. Second Empire (1855-1890).

The French Second Empire style (Figure 8) was derived from the architectural forms that were developed during the reign of Napoleon III from 1853 to 1870. It is noted for its Mansard roof, which most often has dormers that increase floor space and give more light in the attic level. Frequently this style has many decorative elements.

8. Queen Anne (1880-1910).

The Queen Anne style (Figures 9 and 10), popularized by a group of English architects led by Richard Norman Shaw, had little to do with Queen Anne or the formal Renaissance architecture which dominated her reign, but more with Elizabethan and Jacobean models. Irregularly-shaped and steeply-pitched roofs with a dominant front gable and cutaway bay windows were typical. A partial or full-width porch, extending along one or both side walls was used. Windows with a large pane of glass surrounded by smaller square panes help to identify the style. Pattern shingles were used to eliminate a smooth-walled surface. Contrasting forms, textures and materials, and decorative details, such as spindlework (which is also called "gingerbread" or Eastlake ornamentation) mark this style. Towers are usually round or polygonal, rather than square. A Queen Anne sub-style known as Free Classic is frequently found in the Cambridge Historic District. It often used Doric columns the full height of the porch or raised on a pedestal to the level of the porch railing. This style was popular after 1890 and has much in common with the asymmetrical Colonial Revival houses.

9. Eclectic (1890-1910).

The Eclectic style (Figures 11 and 12) borrowed from all colonial American and European architectural styles. Elements of a number of different styles, such as Georgian, Italianate, Second Empire, Gothic and Greek Revival, and Queen Anne were combined in a single building.

10. Colonial Revival (1880-1955).

The Colonial Revival style (Figures 13 and 14) began to emerge in the beginning of the1880s. There was a growing interest in America's past and in historic preservation. This style borrowed heavily from Georgian, Greek Revival and Federal buildings. Most houses of this period are a mixture of these elements. The accentuated front entries usually featured sidelights with or without fanlights and frequently had porticos supported by slender columns.

11. American Four-Square (1890-1920).

The term "four-square" denotes a type of house which is often grouped with the Colonial Revival style. The American Four-Square (Figure 15) is usually a two-story, two-bay building in a cubic shape, using a pyramidal or hipped roof with a one-story porch extending the full width of the main facade. The porch columns often stand on substantial masonry pedestals. Houses of this style frequently had front-facing hipped dormers.

12. **Bungalow (1905-1930).**

The Bungalow style (Figure 16) was primarily an independent Western movement in American architecture. Its guiding force was the English Arts and Crafts movement which rejected the mass reproduction and poor design associated with the Industrial Revolution. The Craftsman magazine published from 1901 to 1916 by furniture designer and maker Gustav Stickley (1848-1942) was the American source for these ideas. It coincided with the building boom of the first thirty years of the twentieth century for small single-family and two-family houses which marked the development of the suburb. The style is characterized by a low-pitched gable roof with wide unenclosed eave overhangs. The roof rafters are usually exposed. The porches are partial or full-width, frequently supported by tapered square columns or pedestals. The bungalow may be one or two stories.

13. Art Deco (1920-1970).

The European-based Art Deco style (Figure17) was seldom used in single-family homes, being best suited for apartment buildings, schools and theaters. It was a curious blend of Modernism, history and fantasy, mixed with Mayan, Assyrian and Moorish images. Doorways frequently used tropical motifs. Art Deco buildings made use of new materials such as plywood, reinforced concrete, steel and chrome.

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APPENDIX B:

SUBSTITUTE MATERIALS

August 27, 2018

Note: Below is a list of possible substitute materials. They should only be considered when the using the original material for repair or replacement is not technically or economically feasible. When selecting a substitute material, particular attention should be paid to the material's size, shape, texture, color, expansion and contraction rates, reflectivity, weathering, and chemical properties. Other substitute materials may be considered by the HPC.

Material	**Possible Substitute Material**
Built up roofing	Single ply roofing Elastomeric roofing
Canvas duck	Canvas nylon
Cast stone	Glass reinforced epoxy cement (GFRC)
Cedar or wood Roofing shakes	Architectural Roofing Shingles
Clear glass	Clear E-glass
Columns (Porch and house)	Fiberglass load bearing that match the profile and texture of the original
Concrete	Glass reinforced epoxy cement (GFRC)
Metal (tin or zinc) Ornamentation	Cast aluminum Fiber reinforced polymers Epoxy or polymer concrete (polyurethane or polypropylene).
Slate roofing	Composite (fiberglass) or Rubber slate if it matches the color, profile and dimensions of existing roof slates
Steel sash	Aluminum sash (baked enamel or powder coated finish)
Stone	Glass reinforced epoxy cement (or GFRC/ Glass Fiber Reinforced Concrete)
Stucco	Acrylic polymer stucco
Terne plate	Modern Terne II plate Lead or zinc coated cooper
Wood doors	Fiberglass doors Metal doors (powder coated or baked enamel)

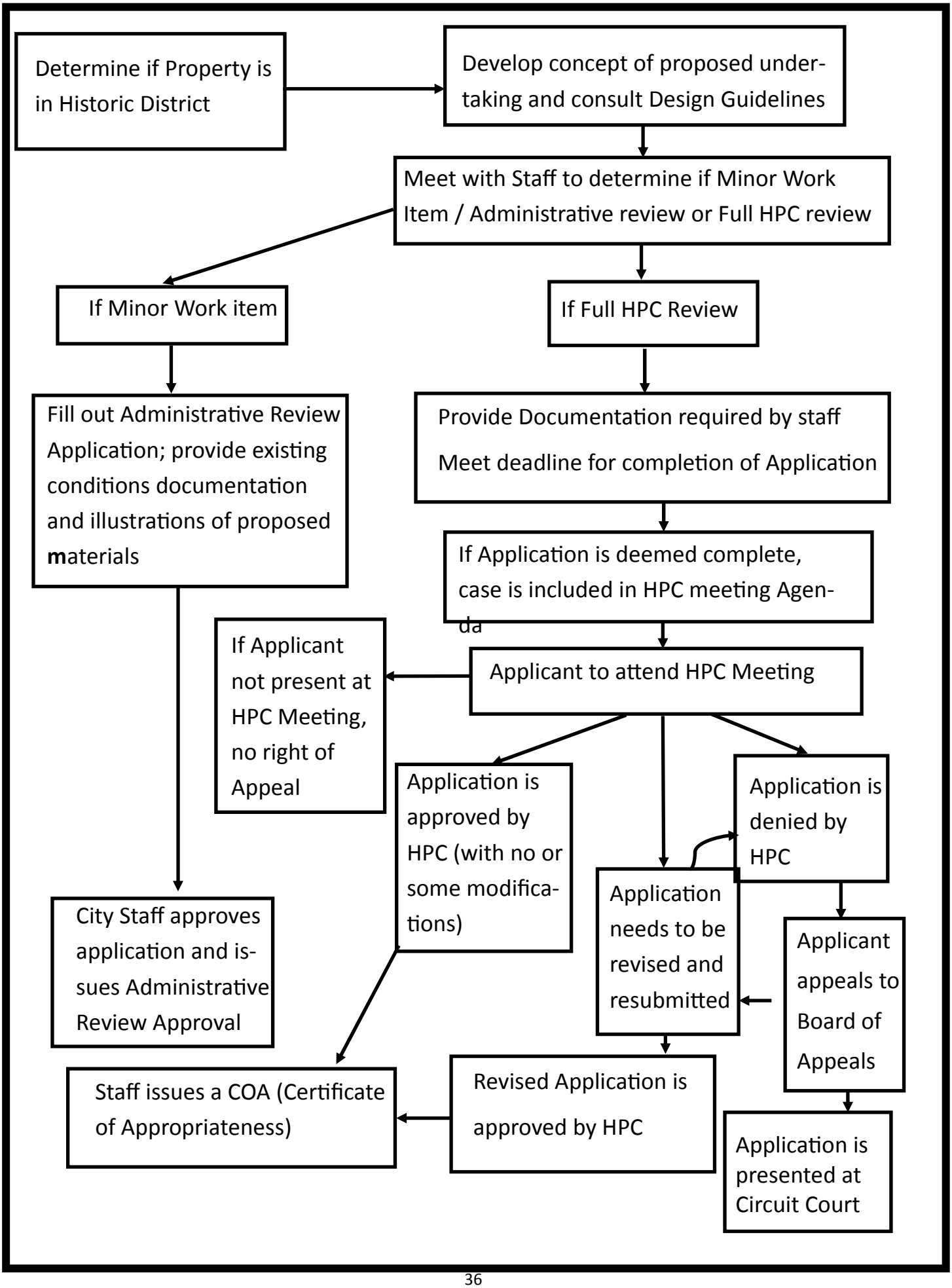
Material	**Possible Substitute Material**
Wood ornamentation	Fiber reinforced polymers Epoxy or polymer concrete (polyurethane or polypropylene).
Wood Porch T&G flooring	Composite T&G flooring that closely matches the profile and width of Of the original porch flooring
Wood shingles/ Shakes	Synthetic Vinyl molded shingles/shakes
Wood siding	Cementitious Siding, Vinyl Siding
Wood windows	Aluminum (baked enamel or powder coated finish), vinyl or fiberglass clad wood frame

APPENDIX C:

APPROVAL PROCESS CHART

ADMINISTRATIVE REVIEW & MINOR WORK ITEMS CHART

APPROVAL PROCESS CHART



ADMINISTRATIVE REVIEW & MINOR WORK ITEMS CHART

Note: This Chart is subject to updates and revisions; it is valid only from its most recent date of issuance

City Of Cambridge	Department of Historic Preservation			Version # 1 March-30-2018
Categories	**Administrative Review/ Minor Work Items**	**Consent Agenda**	**Full HPC Review**	**Building Permit needed**
Windows and doors				
new openings sizes			yes / mandatory	yes
same size openings, same materials, same profiles, same configuration as original	yes / if **all** are matching		yes / if **any** variations	
Storm Doors / Storm windows	yes / if protection of original, benefit to building insulation value & minimal visual impact		yes / if change in aesthetic character and significant visual impact	
new materials /substitute materials / new profiles / new configuration		yes / only if non contributing house or rear side or invisible from any street (i.e. corner lots)	yes / if contributing building, on front façade or all elevations visible from any street	
Note: for all categories below, scope of repair work **up to** and **not to exceed 25%** of overall does not require HPC Application or Review				
Front Porch				
New Construction			yes / mandatory	yes
General Repair & Maintainance (above 25% of overall) Floors and Ceilings	yes / for repair & maintainance of original & existing	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	Varies / per case
Railing	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes (safety)
Porch Columns	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes (structural)
Porch Roof	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
Trim & Decorative Ornementation	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	
Front Stoop				
Stairs	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
floor	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
handrails & balusters	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / if full restoration, or replacement by new or substitute materials & changes in profiles	yes
Shed / garages	yes / if repair of original & existing only	yes / if replacement in kind of original or with closely matching materials & profiles	yes / mandatory review for new construction, or replacement by substitute materials	yes

Note: 25 % of the scope of work is quantified both by the Square Footage relative to the Total, and the Proportion of the element relative to the whole of the historic home; it is reviewed by Staff at time of application to confirm compliance.

ADMINISTRATIVE REVIEW & MINOR WORKS CHART

(Continued)

City Of Cambridge	Department of Historic Preservation			Version # 1 March-30-2018
Categories	**Administrative Review/ Minor Work Items**	**Consent Agenda**	**Full HPC Review**	**Building Permit needed**
Wall siding	yes / if repair in place w/ original materials or removal of substitute to expose original material	yes / if replacement by materials similar or closely matching	yes / if replacement with new or use of substitute materials	yes
Masonry walls / foundation walls / piers	yes / if only repointing or spot repairs of original	yes / if replacement by materials similar or closely matching	yes / if replacement with new or use of substitute materials	yes
Roofs (all buildings on property)	yes / if repairs or replacement with matching materials		yes / if replacement with new or use of substitute materials	yes
Shutters	yes / if repair of existing with in-kind original materials	yes / if replacement by materials similar or closely matching	yes / if replacement with new or use of substitute materials	
Dormers	yes / if repair of original & existing only		yes / if construction of new, or rebuilding with substitute materials	yes
Chimneys	yes / if repointing / minor repairs of existing		yes / if construction of new, or rebuilding with substitute materials	yes
Signs		yes / if minor changes to existing (color, graphics)	yes / if new sign or major changes to existing	yes
Fences	yes / if repair of original & existing	yes / if use of salvaged fence or appropriate historic parts	yes / if installation of new fence	yes
ADA access ramps	yes / if medical urgency (* See Note #1 and Note #2 below)		yes / mandatory review if new ramp	yes
Satellite Dishes	yes / if at rear yard or invisible from street		yes / if visible from street	
Note # 1	In case of medical urgency for an ADA Ramp installation, DPW Staff shall meet with Contractor, Provide him/her the HPC Approved Design Standards for dimensions, details and profiles And review the contractor's proposal with the HPC Emergency Committee within 2 business days			
Note # 2	Should the Contractor / applicant choose to differ from the standards, his/her application shall be heard at the next available HPC Hearing			
Processes	Administrative Review: Applicant fills out HPC forms; review & approval by DPW Staff only			
	Consent Agenda: Application is communicated to HPC for review; Commissioners have option to pull Application out of Consent Agenda and into Regular HPC Review Agenda			
	Full HPC Review: Application is presented at next available HPC Hearing			

GLOSSARY OF ARCHITECTURAL TERMS

Aluminum Siding: sheets of exterior architectural covering, usually with a colored finish, fabricated to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

Applied Woodwork: plain, carved, milled, or turned woodwork applied in decorative patterns to wall surfaces.

Arcade: a series of regularly spaced arches or arched openings supported on piers or columns attached to or detached from a wall.

Arch: a self-supporting structure that spans an opening, usually formed of wedge-shaped stones, bricks, or other objects laid so as to maintain one another firmly in position. A rounded arch generally represents Classical or Romanesque influence whereas a pointed arch denotes Gothic influences.

Archaeological Resources: man-made artifacts, deposits, or features objects made by people or materials altered by human activity; usually recovered from or found at a historic or prehistoric site.

Architectural Integrity: a measure of the completeness or intactness of a property's architectural identity.

Architrave: the lowest part of an entablature, sometimes used by itself as a casing for a window or door.

Asbestos Siding: dense, rigid material containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles.

Ashlar: squared, but rough-hewn, block of stone masonry set in horizontal or random courses.

Asphalt Shingle: a shingle manufactured from saturated construction felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to the weather.

Asphalt Siding: siding manufactured from saturated constructed felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to the weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.

Attic: the upper level of a building, not of full ceiling height, directly beneath the roof.

Awning: a rooflike covering of canvas, often adjustable, over a window, a door, etc., to provide protection against the sun, rain, and wind. Aluminum awnings were developed in the late 1950s.

Balloon Framing: a method of wood-frame construction, referring to the skeletal framework of a building. Studs or uprights run from sills to eaves, and horizontal bracing members are nailed to them.

Balustrade: a row of vertical balusters topped by a handrail; used to edge stairways, porches, balconies, and rooflines.

Band (Band Course, Bandmold, Belt): flat trim running horizontally in the wall to denote a division in the wall plane or a change in level.

Bargeboard (also Vergeboard): a wooden member, usually decorative, suspended from and following the slope of a gable roof. Bargeboards are used on buildings inspired by Gothic forms.

Bay: an opening or division along the face of a structure. For example, a wall with a door and two windows is three bays wide.

Bay Window: multi-sided, projecting window structure that has its base on the ground, forming an extension of interior floor space. One or more stories in height.

Belt course: a projecting course of bricks or other material forming a narrow horizontal strip across the wall of the building, usually to delineate the line between stories, also referred to as a stringcourse.

Belvedere: rooftop structure (i.e., small lookout tower), usually with windows on all sides.

Bond: the pattern in which bricks are laid in the formation of a wall, also referred to as brick bonding pattern.

Box Cornice: a hollow, built-up cornice usually made up of boards and molding.

Boxed Gutter: a gutter enclosed within a soffit or cornice trim and thus concealed from view.

Bracket: a decorative support feature, either plain or ornamental, located under eaves or overhangs.

Bungalow Style: an early 20th century architectural style that grew out of the Arts and Crafts movement of the 19th century. Its basic characteristics are long, low profiles; overhanging, bracketed eaves; wide engaged porches with square, squat brick piers supporting wood posts; and informal interior arrangements.

Buttress: a vertical mass of masonry projecting from or built against a wall to counteract the thrust of an arch, roof, vault, or other structure. Sometimes wooden buttresses are added to the frame Gothic Revival-style buildings as decorative, but not supporting features.

Ca. or Circa: used before a date to indicate "approximate."

Capital: the topmost member, usually decorated or molded, of a column or pilaster.

Casement Window: a hinged window which opens out from a building.

Character Defining: architecturally refers to features or details of a building that are significant in defining its architectural or historic character.

Clapboard: horizontal wooden siding boards, tapered at the upper end and applied so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was the common outer face in the 19th and early 20th century buildings.

Clerestory: windows located relatively high in a wall, often forming a continuous band. This was a feature of many Gothic cathedrals and was later adapted to many of the Revival styles found here.

Clipped Gable: a gable in which the peak at either end is truncated and angled back to the ridge to form a small hip. See "Jerkinhead."

Colonnade: a series of columns supporting an entablature.

Colonnette: a small-scale column, generally employed as a decorative element on mantels, over-mantels, and porticoes.

Column: a vertical support that consists of a base, shaft, and capital. They are circular in plan and usually slightly tapering. Columns, along with their corresponding entablatures are classified into five orders: Doric, Tuscan, Ionic, Corinthian, and Composite.

Common Bond: a method of laying brick wherein one course of headers is laid for every three, five, or seven courses of stretchers.

Coping: the cap or the top course of a masonry wall or chimney.

Corbel: a stepped series of stone blocks or bricks that project outward and upward from a wall surface, sometimes to support a load and sometimes for decorative effect.

Corner Boards: vertical boards nailed on the exterior corners of frame buildings to provide a method of finishing and joining the ends of the weatherboards.

Corner Block: decorative square block located on the upper corner of door and window surrounds.

Cornice: the uppermost part of an entablature usually used to crown the wall of a building, portico, or ornamental doorway. The term is loosely applied to almost any horizontal molding forming a main decorative feature, especially to a molding at the junction of walls and ceiling in a room.

Cresting: ornamental ironwork or woodwork, often highly decorative, used to embellish the ridge of a roof or the curb or upper portion of a mansard roof.

Cross-Buck: a style or feature that imitates the intersecting diagonals of structures with cross-bracing.

Crown Molding: the upper molding of a cornice, often serving to cap or crown the vertical facing of fascia of a boxed cornice. Also the term is frequently given to the molding used to decorate the joints between walls and a ceiling.

Cupola: a roof-top structure, having a domed roof supported by a circular or polygonal base. Occurring on the roof of a building, serves as a lantern, belfry, or belvedere.

Dentil: one of a series of small, closely spaced blocks, often tooth-like, used as ornamental element of a classical cornice.

Doric Order: a classical order characterized by simple unadorned capitals supporting a frieze of vertically grooved tablets or triglyphs set at intervals.

Dormer: a window built into a sloping roof with a roof of its own.

Door Hood: a small, roofed projection over a doorway, usually supported by brackets.

Double-Hung Window: a window with two sashes that open and close by sliding up and down in a cased frame.

Downspout: a vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or cistern.

Eave: the part of the sloping roof that projects beyond the wall.

Elevation: The exterior face of a building, usually denoted by the direction it faces (such as, the west elevation). Also denotes a drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Ell: a secondary wing or extension of a building, often a rear addition, positioned at right angles to the principal mass.

Engaged Porch: a porch the roof of which is continuous structurally with that of the main roof of the building.

English Bond: a method of laying brick wherein one course is laid with stretchers and the next with headers, thus bonding the double thickness of brick together and forming a high-strength bond of alternating courses of stretchers and headers.

Entablature: the horizontal part of a Classical order of architecture, usually positioned above columns of pilasters. It consists of three parts: the lowest molded portion is the architrave; the middle band is the frieze; the uppermost is the cornice.

Fabric: the physical material of a building, structure, or city, connoting an interweaving of component parts.

Façade: front or principal elevation of a building. May also refer to other prominent exterior faces, as well.

Fan: a semicircular or elliptical frame above a door or window, or in the gable ends of a building; usually filled with radiating wood louvers.

Fanlight: a semicircular window, usually above a door or window, with radiating muntins or tracery, also called a "lunette."

Fascia: a flat board with a vertical face that forms the trim along the edge of the roof, or along the horizontal, or eave side of a pitched roof. The rain gutter is often mounted on it.

Fenestration: the arrangement of windows, doors, and other exterior openings on a building.

Finial: an ornament, usually turned on a lathe, placed on the apex of an architectural feature such as gable, turret, or pediment.

Flashing: a thin impervious material placed during construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

Flemish Bond: a method of laying brick wherein headers and stretchers alternate in each course and, vertically, headers are placed over stretchers to form a bond and give a distinctive cross pattern.

Flush siding: an exterior wall treatment consisting of closely fitted horizontal boards with joints that are carefully to be hidden and flush, giving a very uniform, flat siding appearance.

Fluted: having regularly-spaced vertical groves or flutes, such as on the shaft of a column.

Foundation: the supporting portion of a structure below the first-floor construction, or below grade, including footings.

French Window: a long window reaching to the floor level and opening in two leaves like a pair of doors.

Frieze: the middle portion of a Classical entablature, located above the architrave and below the cornice. The term is usually used to describe the flat, horizontal board located above the weatherboards of most houses.

Gable: the vertical, triangular part of a building with a double sloping roof, from the cornice or eaves up to the ridge of the roof and form a triangle.

Gable Roof: pitched roof with two sloping sides that meet at a ridge.

Gambrel Roof: a gable roof with two pitches on each side, the lower pitch being steeper.

German Siding: wooden siding with a concave upper edge that fits into a corresponding rabbet in the siding above, also called "drop siding."

Wall Dormer: steeply pitched roof dormer whose face is a continuation of the main wall of the building.

Gutter: a shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.

Half-timbering: a method of construction composed of exposed timber framing, with the spaces filled in with brickwork or plaster.

Header: the end of a brick, sometimes glazed.

Hip, or Hipped, Roof: a roof that slopes back equally from each side of a building. A hip roof can have a pyramidal form or have a slight ridge.

Hood Molding: projecting molding over a window or door opening.

Jamb: the vertical sides of an opening, usually for a door or window.

Joist: one of a series of parallel timbers or beams, usually set on edge, that span a room from wall to wall to support a floor or ceiling; a beam to which floorboards, ceiling boards, or plaster lathes are nailed.

Knee brace: a wooden, triangular brace that supports the eaves of a building. Frequently used in the construction of Craftsman Style residences.

Knee Window: a small, horizontal attic window, just below the roofline.

Label Lintel: molded lintelboard that extends downward part way along the sides of an opening and then outward at the ends.

Lattice: a network, often diagonal, of interlocking lath or other thin strips that cross each other at regular intervals, used as screening, especially in the base of a porch.

Light: a single pane of glass.

Lintel: a horizontal stone, brick, cast iron, or wooden beam that spans the top of a door or window opening, carrying the weight of the structure above.

Lintelboard: a wooden board above window or door openings; sometimes ornamental.

Louver: a series of horizontal, overlapping, downward-sloping slats, which shed rain while admitting light and air.

Mansard Roof: a roof having two slopes on all four sides, the lower slope being steeper and longer than the upper slope.

Masonry: brick, block, or stone which is secured with mortar.

Massing: the overall configuration or composition of the major volumes of a building exterior.

Modillion: a small horizontal, scrolled, block(s) or bracket(s), used in regularly spaced series to support the overhanging section of a cornice.

Molding: a decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around openings.

Monumental Portico: large, two-story high porch supported by massive freestanding columns.

Mullion: a vertical member dividing a window area and forming part of the window frame.

Muntin: a bar or member supporting and separating panes of glass in a sash or door.

Newel Post: the principal post used to terminate the railing or balustrade of a flight of stairs.

Ogee: a double curve formed by the combination of a convex and concave line, similar to an s-shape.

Order: in classical architecture, the specific configuration and proportions of a column, including the base, shaft, capital, and the entablature above.

Palladian Window: a window design featuring a central arched opening flanked by lower square-headed openings separated from them by columns, pilasters, piers, or narrow vertical panels.

Panel: a portion of a flat surface set off by molding or some other decorative device.

Parapet: a low wall along a roof, or terrace directly above an outer wall that is used as decoration or protection.

Pavilion: section of a building façade that projects forward from the main wall.

Pedestal: a support for a column, pilaster, status, or urn.

Pediment: a crowning element of porticos, pavilions, doorways, and other architectural features, usually of low triangular form, with a cornice extending across its base and carried up the raking sides; sometimes broken in the center as if to accommodate an ornament; sometimes of segmental, elliptical, or serpentine form.

Piers: a masonry structure which elevates and supports a building or part of a building.

Pilaster: a shallow pier or rectangular column projecting only slightly from a wall, also called an engaged column. Pilasters are usually decorated like columns with a base, shaft, and capital.

Pinnacle: small, pointed ornament with square or rounded sides. Usually found crowning rooftop features.

Pitch: the slope of a building element, such as a roof, in relation to the horizontal.

Porte Cochere: a projecting porch that provides protection for vehicles and people entering a building; a common feature of the early 20th century Colonial Revival and Craftsman styles.

Portico: a colonnade supporting a roof at the entrance to a building together with an entablature and often a pediment.

Portland Cement: a very hard and strong hydraulic cement (one that hardens under water) made by heating a slurry of clay and limestone in a kiln.

Post: wooden porch member, usually square, turned, or chamfered.

Pyramid Roof: a hipped roof over a square structure, the roof having four sides and no ridge, the slopes culminating in a peak, also called a pavilion roof.

Queen Anne Window: clear-paned windows surrounded or topped by a border of small panes of stained glass.

Quoin: ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the façade.

Rafter Tails: rafter ends that are exposed at the eaves.

Rafters: structural timbers rising from the plate at the top of the wall to the ridge of the roof and supporting the roof covering.

Rake board: trim members that run parallel to a roof slope and form the finish between the wall and a gable roof extension.

Returns: horizontal portions of a cornice that extend part of the way across the gable end of a structure at eave level.

Reveal: the side of a recessed door or window opening.

Ridge: the horizontal junction between two opposite sides of a roof, located at the highest point of the roof.

Rusticated Stone: masonry or wood in which each principal face is rough or highly patterned with strongly emphasized joints to give a bold effect.

Sash: the frame, usually of wood, that holds the pane(s) of glass in a window; may be moveable or fixed; may slide in a vertical plane or may be pivoted.

Scale: the proportions of a building in relation to its surroundings, particularly other buildings in the surrounding context.

Segmental Arch: an arch formed on a segment of a circle or an ellipse; radius is less than a semicircle.

Shaft: the principal vertical part of a column, between the base and the capital.

Shed Roof: a roof with a simple slope.

Shingle: a roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

Shutters: small wooden louvered or solid panels hinged on the exterior of windows, and sometimes doors to be operable.

Sidelight: a framed area of fixed glass on one or more panes positioned to either side of a door or window opening.

Sill: a heavy horizontal timber positioned at the bottom of the frame of a wood structure that rests on the top of the foundation; also, the horizontal member below a door or window frame.

Soffit: the exposed undersurface of any overhead component of a building, such as an arch balcony, beam, cornice, lintel, or vault.

Splayed Lintel: a lintel whose ends are angled inward, such as the top is wider than the bottom.

Stretcher: the long face of a brick when laid horizontally.

String Course: a projecting course of bricks or other material forming a narrow horizontal strip across the wall of a building, usually to delineate the line between stories, also referred to as a belt course.

Stucco: an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

Surround: the frame and trim surrounding the sides and top of a window or door opening, sometimes molded.

Terra Cotta: a ceramic material, molded decoratively and often glazed, used for facings for buildings or as inset ornament.

Tongue and groove: a joinery system in which boards are milled with a tongue on one side and a groove on the other so that they can be lightly joined with a flush surface alignment.

Tracery: an ornamental division of an opening, especially a large window, usually made with wood or stone. Tracery is found in buildings of Gothic influence.

Transom (Over-Door Light): a narrow horizontal window unit above a door or window.

Trim: the decorative framing of openings and other features on a façade.

Turned: fashioned on a lathe, as in baluster, newel, or porch post.

Turret: a small tower, usually corbelled from a corner.

Valance: decorative band of open woodwork running under the roofline of a porch.

Verandah: a roofed, open porch, usually covering an extensive area.

Vernacular: in architecture, as in language, the nonacademic local expressions of a particular region. Reflecting native or popular taste as opposed to a formal style. For example, a vernacular Greek Revival structure may exhibit forms and details that are derived from the principals of formal Classical architecture but are executed by local builders in an individual way that reflects both local or regional needs, tastes, climactic conditions, technology, and craftsmanship.

Wall Dormer: dormer created by the upward extension of a wall and a breaking of the roofline.

Water Table: a belt course differentiating the foundation of a masonry building from its exterior walls.

Weatherboard: wood siding consisting of overlapping horizontal boards usually thicker at one edge than the other.